

Request

From: noreply@rnngroup.ac.uk <noreply@rnngroup.ac.uk>

Sent: 25 April 2024 19:59

To: RNN FOI <foi@rnngroup.co.uk>

Subject: New submission from Request for Information under the FOI Act 2000

Information Required

I would like to make an FOI request to find out the following info.

How long do you keep physical staff HR files once they leave and how do you ensure they are deleted/removed after this time?

How long do you keep electronic HR and other staff data on any databases or other database systems once they leave their roles and how do you ensure it is deleted?

How long do you keep staff IT accounts after a member of staff leaves or are they deleted on the last working day for the staff member?

What happens to staff ID cards when staff leave and hand them in? Are they binned by reception staff?

How long do you keep staff ID card access data from staff swiping in on different entry/exit/internal doors on the college sites? How do you ensure this is deleted after any period of retention that it is kept for?

How many people have left each college between September 2023 and April 2024?

Our Ref: FOIA237

Your Ref: N/A

Date: 21st May 2024

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST (FOI): HR/IT Retention

Thank you for your request for information, which we received on 26th April 2024. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Any correspondence regarding this should be addressed to FOI@rnngroup.ac.uk

Please note that we will be providing a response on behalf of the RNN Group as a whole, rather than any individual college or organisation within the Group.

The RNN Group main centres of operations are located at the following sites:

Site Name	Address
Rotherham College	Eastwood Lane, Rotherham. S65 1EG
North Nottinghamshire College	Carlton Road, Worksop. S81 7HP
Dinnington Campus	SITE NO LONGER IN OPERATION*
Dearne Valley College	Wath upon Dearne, Swinton. S63 7EW
University Centre Rotherham	Doncaster Gate, Rotherham. S65 1DJ
RNN Training	Carlton Road, Worksop. S81 7HP
Idle Valley Rural Centre	North Road, Retford. DN22 8SG
Construction Centre Rotherham	Rawmarsh Road, Rotherham. S60 1RU
Skills Centre Shireoaks	SITE NO LONGER IN OPERATION*
National Fluid Power Centre	Carlton Road, Worksop. S81 7HP
Create Skills Ltd	SUBSIDIARY COMPANY CEASED TRADING*
Charnwood Training	SUBSIDIARY COMPANY CEASED TRADING*
Aston Recruitment & Training	NO LONGER OWNED BY THE RNN GROUP*
Rotherham Education Services	Eastwood Lane, Rotherham. S65 1EG
Retford Post 16 Centre	Old Hall Drive, Retford. DN22 7EA
Nottinghamshire Children & Family Partnership	PARTNERSHIP HAS CEASED*

*Data from these sites have been re-located to other centres within the RNN Group, and if applicable, have formed part of the search for the information requested.

Below is the information you requested:



How long do you keep physical staff HR files once they leave and how do you ensure they are deleted/removed after this time?

Files are destroyed after 10 years.
Scheduled purge with third party provider.

How long do you keep electronic HR and other staff data on any databases or other database systems once they leave their roles and how do you ensure it is deleted?

HR electronic files removed after 10 years at end of the “leave” year.
Removed from any live HR system when leave date is entered.
Deleted from single central record database on leave date.

- **How long do you keep staff IT accounts after a member of staff leaves or are they deleted on the last working day for the staff member?**
IT informed of employee leave date for deactivation of account when resignation received or known as leaving.
- Staff accounts are then set to expire at the end of last working day and deleted 90 days after.

What happens to staff ID cards when staff leave and hand them in? Are they binned by reception staff?

Posted into confidential waste consoles which are emptied once a month.

How long do you keep staff ID card access data from staff swiping in on different entry/exit/internal doors on the college sites? How do you ensure this is deleted after any period of retention that it is kept for?

7 years, automated deletion.

How many people have left each college between September 2023 and April 2024?

97 leavers for the RNN Group from 01/09/2023 to 30/04/2024. Records are for the Group as a whole as staff are employed by RNN not specific colleges. Staff may work multi-site.

Please note, whilst you have exercised your right to information under FOI, the RNN Group may not release some data it has on record. For example, if it contains personal details of individuals or if other exemptions apply, as detailed within the FOI legislation. See the Information Commissioners Office (ICO) website for further details as to what this means to you and the request you have made:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

In keeping with the spirit and effect of the FOIA, and in keeping with the RNN Group’s transparency agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on the Group’s website at www.rnngroup.co.uk/IG together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

Attached is Appendix A, giving contact details should you be unhappy with the service you have received from the RNN Group in regards to this FOI request.

If you have any queries about this letter then please do not hesitate to contact us.

Yours sincerely

The RNN Group Information Governance Team

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Appendix A

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under chapter 36, part 1, section 17 (7) of the Freedom of Information Act or under chapter 12, part 6, section 165 of the Data Protection Act (Article 57(1)(f) and (2) and 77 of the General Data Protection Regulations), within 40 working days of the date of this letter.

A copy of our complaints process can be found on the RNN Group website by following the link below and selecting the Feedback and Complaints section:
<https://www.rnngroup.co.uk/IG>

If you are not content with the outcome of the internal review of your complaint, the DPA gives you the right to apply directly to the Information Commissioner for a decision.

Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted the RNN Group's own complaints procedure.

The Information Commissioner can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF